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STATE TREASURER

RICHARD ECKSTROM, CPA
COMPTROLLER GENERAL



SC BUDGET AND CONTROL BOARD

Division of General Services
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FRANK W. FUSCO
EXECUTIVE DIRECTOR

May 26, 2010

Dear Property Owner or Agent:

The State of South Carolina is seeking Office space in Greenville County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to Michelle J. Phillips.

All proposals must be received in the Real Property Services office on or before **5:00 PM, June 18, 2010.**

After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

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REQUEST FOR LEASE PROPOSAL FOR S.C. Department of Public Safety

Office space to accommodate the Department of Public Safety Greenville County Headquarters

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA

- Total Rentable Square Feet: 18,970 +/- square feet of office space that is accessible 24/7.
- Space should accommodate (measurements are approximate) 1,400 square foot area for cubicles, on-site restrooms, nineteen (19) private offices that average 150-200 square feet, a 4,500 square foot area for a Trooper work room, 3,750 square foot area for a Law Enforcement Communication Center; 270 square foot area for a receptionist area to accommodate up to 10 guests, 340 square foot area for a confiscated material storage room/warehouse, an attached sample floor plan (not to scale) is attached (measurements are approximate).
- Space should be located within Greenville County close to Interstate access.
- Term of lease will be 5 years with an optional term of 5 years at stated rates for both the initial term and extended term.
- A minimum of 125 parking places are required: 80 State Vehicles - 40 of which shall be reserved, 20 employee, and 20 visitor/guest with 5 handicap spaces. Will also need a lighted, fenced in parking area for spare vehicles.
- Location should accommodate business level high speed internet, VOIP, Data Service and cable TV.
- Please include any Landlord contributions/allowances such as up-fit costs or moving allowances in your initial proposal.
- 24/7 HVAC and back up generator power.

STATE REQUIREMENTS

- Standard State lease must be used – copy is available upon request
- Property must be barrier free, hazard free and smoke free
- Must meet zoning requirements for proposed use
- Economical and efficient space utilization

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by General Services by 5:00 p.m. on June 18, 2010;
- All proposals must be in writing and may be submitted by mail or email (it is agent's responsibility to obtain confirmation receipt);

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- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard;
- If operating expenses are included; submit rate per square foot separately and specify expenses that are covered.
- Please submit a current floor plan if available.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with the Department of Public Safety. Direct contact can be cause for automatic disqualification.

ALL QUESTIONS MUST BE SUBMITTED ELECTRONICALLY VIA EMAIL TO MICHELLE J. PHILLIPS AT MPHILLIPS@GS.SC.GOV.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

MICHELLE J. PHILLIPS
SC BUDGET AND CONTROL BOARD
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SC 29201
PHONE: 803-734-6062 FAX: 803-737-0592
EMAIL: MPHILLIPS@GS.SC.GOV

